

## BUSINESS COMMUNICATION

### Explaining and asking about changes

1. Match the phrases with their endings.

- 1 What I want to do today, ... \_\_\_\_
  - 2 I'll talk about ... \_\_\_\_
  - 3 As you know, we've recently ... \_\_\_\_
  - 4 Up to now, ... \_\_\_\_
  - 5 Because of this ... \_\_\_\_
  - 6 So, first, I'd like to update you ... \_\_\_\_
  - 7 As a result, ... \_\_\_\_
  - 8 What's the reason for ... \_\_\_\_
  - 9 It's because security ... \_\_\_\_
  - 10 Can you tell us ... \_\_\_\_
  - 11 Do you mean that ... \_\_\_\_
  - 12 The current situation, as it stands, ... \_\_\_\_
- 
- a more about them?
  - b we've decided to upgrade the system.
  - c changing the current system?
  - d no one has stolen anything ...
  - e been having a few problems ...
  - f is to explain ...
  - g on the plans for changes to ...
  - h the background to the situation ...
  - i we have to swipe every time ...?
  - j can't always check ...
  - k simply doesn't prevent ...
  - l we've been installing ...

## Key expressions

### Introducing a talk

What I want to do today is ...

I'll talk about ...

I'll run through ...

### Giving background information

As you know, we've recently ...

As you are aware ...

Up to now ...

I'd like to update you on ...

The situation / problem now is that ...

We expect the situation to ...

The situation, as it stands ...

### Asking for an explanation

What's the reason for ...?

I don't quite understand how it works.

Can you tell us (more) about ...?

What do you mean by ...?

### Giving an explanation

It's because of the fact that ...

As a result, ...

Because of this ...

By (+ -ing) ..., we can / hope to ...

### Checking information

So, if I understand you correctly ...

Do you mean that ...?

I'm not sure I follow you.

 >> Interactive Workbook



## Unit 7 | Security

**Think of a situation that has recently changed. Explain the original circumstances , what the reason was**

2. A new security system
3. A reorganization of your team structure
4. A new delivery system